



Windows XP

TIME-SAVING WINDOWS XP TIPS

Tip 1: View Full Screen



Useful for photos/videos



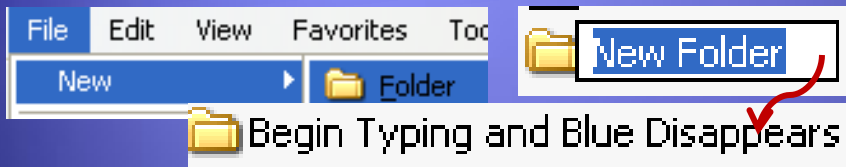
Works in Windows Explorer, at Internet, but not in software programs such as Office or GroupWise

Tip 2

Creating Folders

Take 5

This



... Or This

Right click on



Explore

Create two folders in "h": TechCamp and Personal

Tip 3

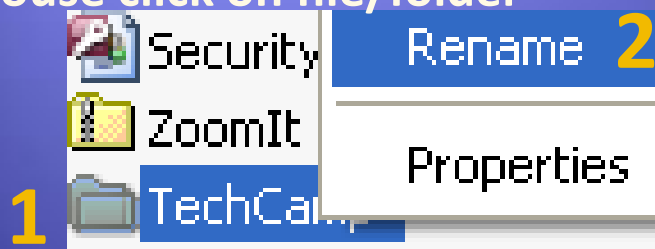
Renaming Folders/Files



This



Right mouse click on file/folder



... Or This

Right click on



Explore

Rename TechCamp to be two words: Tech Camp

Tip 4

Selecting Multiple Files/Folders



This



Right click on

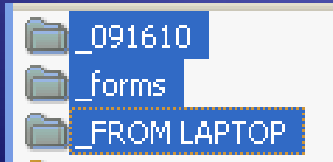


Explore

... Or This

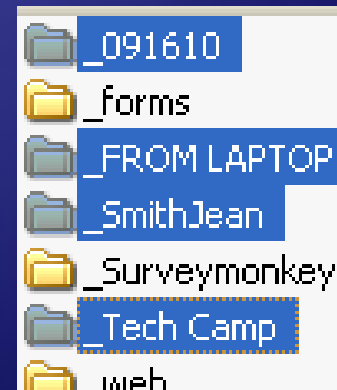
Contiguous

- Click first file/folder
- Hold down SHIFT key
- Point to last item and click
- Release shift key



Noncontiguous

- Click first file/folder
- Hold down CTRL key
- Point to desired files/folders and click



Tip 5

Copy To/Move To

This



Click on File to be Moved/Copied



Edit

Copy To Folder...
Move To Folder...

Select the place where you want to copy 'DASD Tech'.

Copy

or

Move

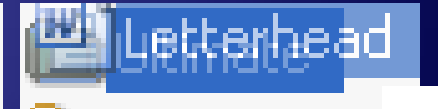
... Or This

Right click on



Explore

To **COPY**, click file(s), hold down left mouse with SHIFT key held down and drag to new folder and release mouse



+

To **MOVE**, click file(s), hold down left mouse and drag to new folder and release mouse—will not be a plus sign in lower right